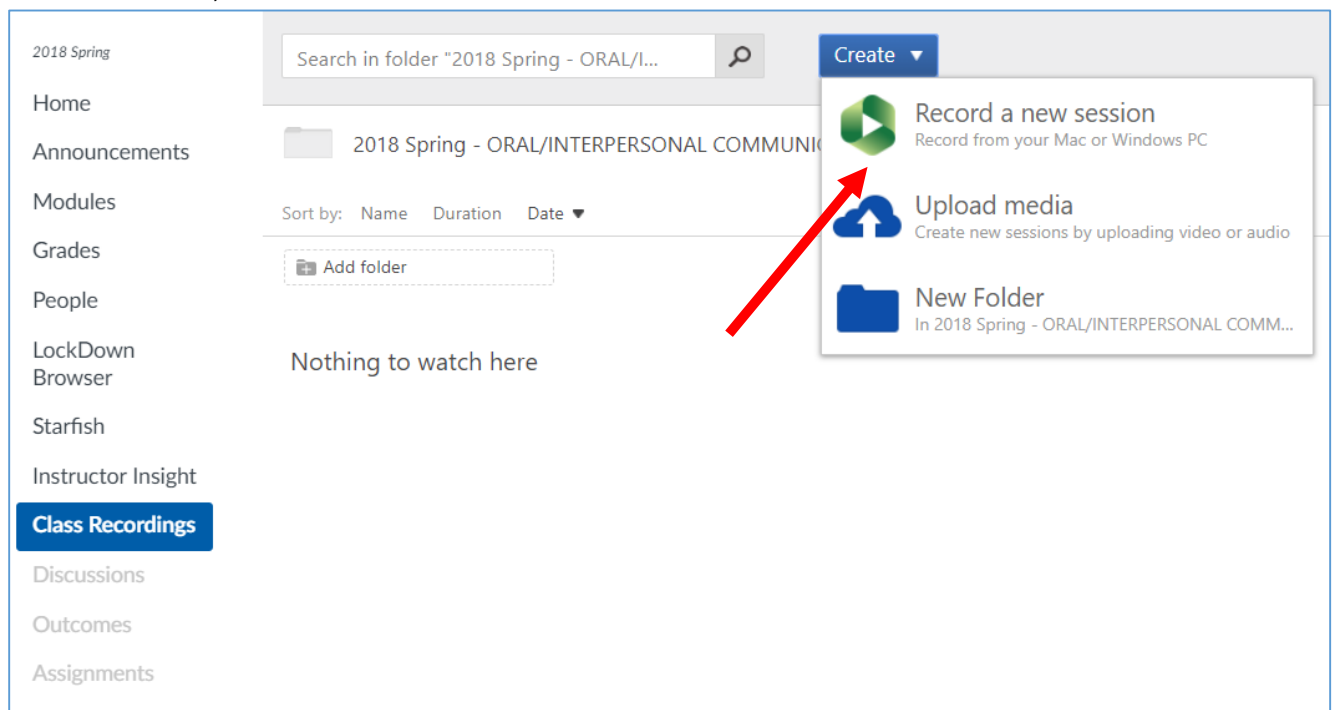


Panopto

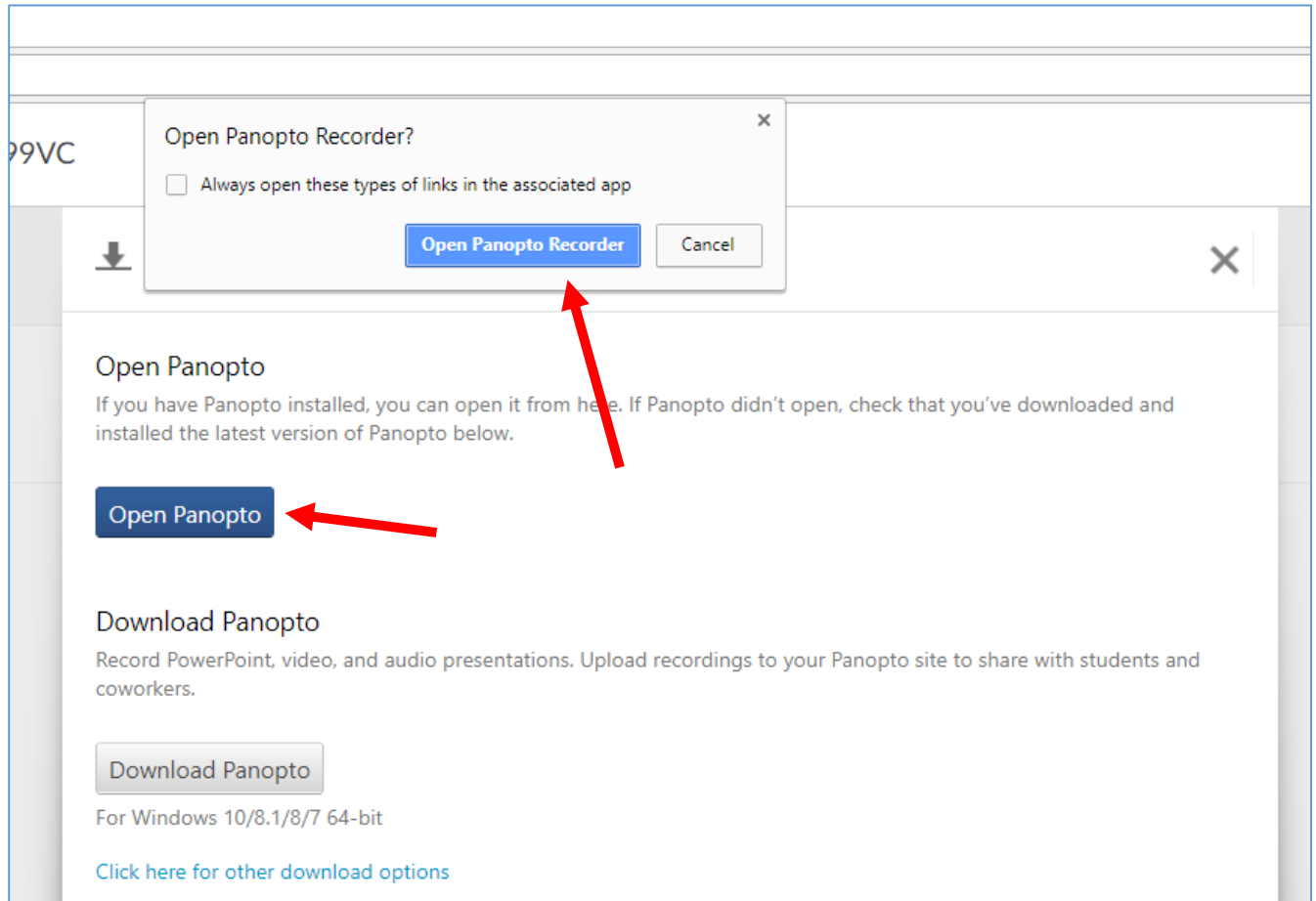
Record Your Class in Canvas

With Panopto you are able to record your live lectures and have the recording show up right within your course for your students to watch with no additional steps.

1. Open the course in Canvas that you wish to record your lecture for
2. Click on the “Class Recordings” menu button
3. To record a video, click on the Create button and then select “Record a new session”



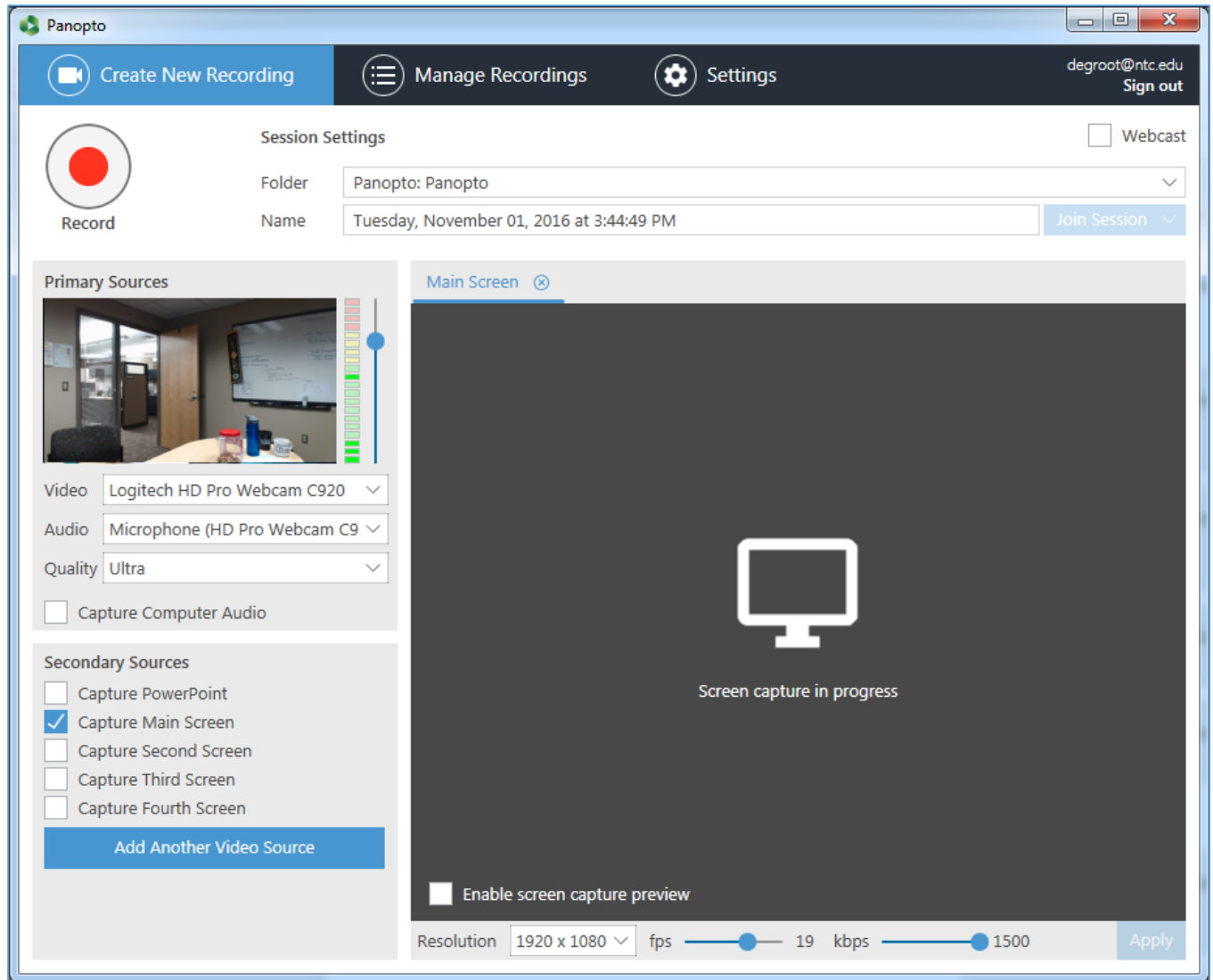
4. The “Record a new session” window will appear. Click on “Open Panopto” and then click “Open Panopto Recorder” to launch the Panopto application on your computer



If Panopto is not installed on your computer, click the "Download Panopto" button to download the installer. Contact IT if you are trying to install on an NTC computer.

5. After a few moments Panopto will open.
 - a. Click the Video drop down to choose if you want to record the webcam or without the web cam.
 - b. If in an IVC room, you can select INOGENI from the drop down and it will record whatever is displayed through the IVC System.
 - c. Make sure the audio bar is lighting up. If it's not contact the help desk at x1160.
6. Select **Ultra** from the quality dropdown to create the best quality video.
7. In Secondary Sources, check the screen you want to record from. You can leave Capture PowerPoint checked if you are using a .ppt in the class as it will give the student a table of contents menu in the video to jump around with.

8. In the bottom right, slide the FPS as far as it will go right and click apply.




9. Click the Record button to begin recording. Panopto will start recording immediately. You will need to minimize the recorder. Panopto allows users to pause for breaks however I would recommend you stop the recording and start up a new one after the break to break up the size of the videos.



10. When finished recording, bring up the recorder and hit the Stop button.

11. The Recording Complete screen will display. Enter a session name and a description if you would like. Click Upload to load it into Canvas.

Recording Complete



Session name


Tuesday, October 25, 2016 at 3:10:28 PM

Located in folder

Collaborate_Link: Collaborate_Link

Enter a description (optional)

This session will automatically upload after 5 minutes of inactivity.

 Delete and record again

Upload

12. The uploading screen will appear. You will see a progress bar and when it completes you will see the button to Delete Local. Press Delete Local to prevent the computer from running out of storage space.
13. When it's finished uploading it will appear in your Canvas course when you click the Class Recordings menu item. All new recordings will appear at the top of the page.